

# *Combined Charity Campaign Application FAQ*

## **When and How Can I Apply?**

To be considered for inclusion in the Combined Charity Campaign Directory, an application period is held annually for prospective organizations to apply. This application period is held during the entire month of February and determination letters are mailed to applicants by mid-April. Approved organizations will be included in the directory that will be distributed to employees and retirees the following September. Non-profit organizations will not receive correspondence announcing the annual application period. A completed application and supporting documentation must be submitted February 1 - 28, 2014.

*All charities must apply or reapply in February 2014. If you have participated in the past or would like to participate in the future, you must apply in February for the 2014 Campaign. If you would like your charity to be included in the 2014 campaign, you will need to complete a new application in February of 2014. Applications are good for a two-year period beginning in odd years.*

**The application period is February 1 - 28, 2014. Applications received after 4:00 pm on February 28, 2014, will not be considered for the 2014 CCC Campaign.**

This year the City of Baltimore is encouraging charities to use the Electronic Application system. This online service lets you complete the forms and upload attachments directly from your web browser. The electronic application saves time and mailing costs for organizations, saves paper to be more environmentally friendly, and streamlines data more efficiently. The information you provide can be uploaded directly into the CCC directory. It will be available online beginning

February 1, 2014.

All participating non-profit organizations must provide vital services within the Baltimore metropolitan area (Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties). Organizations located outside of the Baltimore metropolitan area may be eligible to participate, if able to demonstrate that their services are provided within this geographical area. Organizations must have carried out its charitable functions for a period of at least one year prior to the campaign's commencement.

## Application Attachment Checklist

*Please be prepared to have the following documents ready for your 2014 application:*

- ✓ Copy of currently **VALID** IRS letter designating organization as a 501 (C)(3) agency.
- ✓ Copy of certificate or letter from the Maryland Secretary of State showing **CURRENT** registration as a Charitable Organization. If your organization has a religious exemption, attach a copy of a letter from the Maryland Secretary of State showing religious exemption. For questions about your registration, please contact the Charities and Legal Services Division at (410) 974-5534.
- ✓ **SIGNED** copy of 2012 IRS Tax Form 990. If your organization does not file a Form 990 or if your 2012 tax form has not been finalized, you must submit a copy of one of the following:
- ✓ Fiscal ending 2012 audited annual financial statement prepared by a Certified Public Accountant, or;

- ✓ Fiscal ending 2012 annual financial report approved by the Board of Directors or other governing body and **SIGNED** and **CERTIFIED** by the Chief Executive Officer or other responsible person.
- ✓ Copy of currently **VALID** Articles of Incorporation, by-laws if available, or other governing instrument.
- ✓ Copy of 2013 operating budget **SIGNED** by the Chief Executive Officer or other responsible person.
- ✓ List of the names and mailing addresses of all members of the organization's Board of Directors or other governing body.
- ✓ For organizations whose principal office is located **OUTSIDE** of the Baltimore metropolitan area, provide **EVIDENCE** that it has provided services within this geographical area within the past year. Please note that a description of services it provides in this area will not be accepted.
- ✓ **SIGNED** Counter Terrorism Compliance Form, which can be found here ([DOCX File](#)).
- ✓ **SIGNED** Certification of Application, which can be found here ([DOCX File](#)).

## How to Submit the Application

This year the City of Baltimore is encouraging charities to use the Electronic Application system. This online service lets you complete the forms and upload attachments directly from your web browser. The electronic application saves time and mailing costs for organizations, saves paper to be more environmentally

friendly, and streamlines data more efficiently. The information you provide can be uploaded directly into the CCC directory.

If you are unable to use the electronic system, a paper application can be requested for print beginning February 1, 2014.

Please note that applications cannot be faxed or emailed and **will not be accepted after 4:00 pm on February 28, 2014**

## What Are the Next Steps?

### **Approved Applicants**

After the application has been approved with the City of Baltimore, the United Way of Central Maryland (UWCM) will provide approved charities with their designation number. Also, UWCM will contact approved charities regarding any campaign initiatives in which they may participate. Additional information can be obtained by contacting UWCM at **(410) 895-1359**.

### **Rejected Applicants**

Rejected charities may reapply during the next annual application period by submitting a New Agency Application and supporting documents for consideration of future campaigns.